

WASHTENAW URBAN COUNTY EXECUTIVE COMMITTEE MEETING
Wednesday, December 11, 2024 - 2:00pm – 3:30pm (Remote)

Members in Attendance: Council Member Chris Watson (City of Ann Arbor); Susan Montenegro (Assistant City Manager, City of Chelsea); Katie Jones (Economic Development & Equity Coordinator, City of Ypsilanti); Laurie Lutomski (Community Resource Coordinator, Ypsilanti Township); Janet Dillon (Mayor Pro-Tem, City of Saline); Supervisor Trish Reilly (Pittsfield Township); Jessica West (Director of Community Development, Pittsfield Township); Trustee Linda Adams (Augusta Township)

Members Absent: Supervisor Laurie Fromhart (Bridgewater Township); Supervisor Karen Sikkenga (Dexter Township); Supervisor Duane Luick (Lima Township); Supervisor Ronald Milkey (Manchester Township); Supervisor Ken Dignan (Northfield Township); Supervisor Gary Whittaker (Salem Township); Supervisor Jim Marion (Saline Township); Supervisor John Kingsley (Webster Township); Supervisor Charles Tellas (York Township); Mayor Shawn Keough (City of Dexter); Supervisor Jillian Kerry (Scio Township); Supervisor Emily Dabish-Yahkind (Superior Township); Supervisor Diane O’Connell (Ann Arbor Township); Supervisor Amanda Nimke (Sylvan Township)

Chair: Commissioner Justin Hodge

OCED Staff Present: Jasmyne Townsend, Tara Cohen, and Aaron Kraft

Guests: Gregory Dill (Administrator, Washtenaw County)

Members of Public Present: No members of the public were present.

I. Welcome & Introductions – Roll Call

Commissioner Hodge called meeting to order at 2:05pm.

Pursuant to [MCL 15.263 Sec.3](#), Ms. Townsend took roll call during which each member stated their name and physical location (I.e. City or Township, Washtenaw County, State of Michigan).

Susan Montenegro: Participating remotely from City of Chelsea, Washtenaw County
Chris Watson: Participating remotely from City of Ann Arbor, Washtenaw County
Katie Jones: Participating remotely from City of Ypsilanti, Washtenaw County
Laurie Lutomski: Participating remotely from Ypsilanti Township, Washtenaw County
Janet Dillon: Participating remotely from City of Saline, Washtenaw County
Jessica West: Participating remotely from Pittsfield Township, Washtenaw County
Linda Adams: Participating remotely from City of Ypsilanti, Washtenaw County

II. Public Comment

Commissioner Hodge opened the meeting for public comment at 2:12pm. – There were no public comments received.

III. Announcements from Members and/or Staff –

A. Warming Centers

- I. Daytime warming shelter (Ypsilanti): at Ypsilanti Freighthouse, 100 Market Place, Nov. 13, 2024– March 31, 2025, Monday - Thurs (8am-6pm)
- II. Daytime warming shelter (Ann Arbor):
 - a. First Baptist Church (Mon. – Fri.), 517 E. Washington St., Ann Arbor, 12/9 – 1/3

- b. St. Mary's Student Parish (Mon. – Fri.), 331 Thompson St., Ann Arbor, 01/06 – 01/31
 - c. First Congregational Church (Mon. – Fri.), 608 E. Williams St, Ann Arbor, 02/03 – 02/14
 - d. First Baptist Church (Mon. – Fri.), 517 E. Washington St., Ann Arbor, 02/17 – 03/14
 - e. Ann Arbor Day Site (Mon – Fri), Location TBD, 03/17 – 04/11
 - f. Overnight Shelter available every night beginning at 7pm, 11/11, 2024 – 4/13
 - Individuals/Families should call HAWC (734-961-1999) for referral to shelter
 - After 5pm or on weekend – Individuals call or go to Delonis Center (734-662-2829, Location: 312 W Huron, Ann Arbor); Families call or go to Alpha House (734-822-0220, Location: 4290 Jackson Rd, Ann Arbor)
- B.** Press Release for Youth Homelessness Demonstration Program (YHDP) initiative can be found [here](#)
- C.** Applications are Open for The Grove at Veridian – Avalon Housing is now accepting applications for units at The Grove at Veridian, their new community on Platt Road in Ann Arbor. More information can be [here](#). The deadline for applications is Dec. 17, 2024, the target move-in in Spring 2025.

IV. Minutes

- A.** 11-13-2024 Meeting Minutes – Review & Approval (**ACTION**)

Moved by West. Supported by Watson.

ROLL CALL:

Montenegro: Yes

Watson: Yes

Jones: Yes

Lutonski: Yes

Dillon: Yes

West: Yes

Adams: Yes

Ayes – 7; Nays – 0, **Motion carried.**

V. General Administration

- A. Public Hearing: Needs Assessment for 2025 Fiscal Year Annual Action Plan (Jasmyne Townsend, OCED)**

At 2:23pm, following a brief presentation from Townsend (included in meeting packet).

Commissioner Hodge opened the public hearing for input on housing and community development needs to inform the development of the Urban County's 2025 Annual Action Plan.

No comments. Commissioner Hodge closed the public hearing at 2:24pm.

- B. Weatherization Program Presentation (Aaron Kraft, OCED)**

Washtenaw County's OCED staff, Aaron Kraft, provided a presentation on the County's Weatherization Program (included in meeting packet), which provides free services to income-eligible homeowners and renters throughout all of Washtenaw County. The presentation was followed by a Q & A.

Q & A

(Q) – (Dillon) For the programs that have a waitlist, particularly the ramp program, are there any additional avenues or recommendations you can provide to people? Because with only 5 spots available for the wheelchair ramp program, which is in high demand for my community, we are currently public crowd funding for assistance.

(A) – (Kraft) For our weatherization program there are additional funding sources, like MSHDA funding. Habitat also has programs dedicated to energy saving work. We are going to start a program at the beginning of the new year that will offer generous rebates. The projects we complete in the rehab program, as I alluded to are in high demand. We take the funding that we have and try to divvy it up the best we can – I don't feel great that we only offer the 5 spots for this program, but we aren't able to provide those on an emergency basis as everyone may need. At the moment, I don't have a lot of resources to offer for individuals who may need to a wheelchair ramp immediately.

(A) – (Cohen) Additionally, I will say I'm not sure if this is what you are looking for, Janet, but I recently learned about the Michigan Assistance Technology Loan Fund. From what I learned; this is a low interest option for individuals who has various kinds of disabilities. This is not necessarily a program to get the contract for a ramp, but financial assistance. I can send that information.

(Q) – (West) So when you have a waitlist that extends beyond what you can service in a year – do the people need to re-apply at the beginning of that next year or do those people remain on the list and the following year those people are already allocated for?

(A) – (Kraft) We have not carried over people. We try to take as many people as possible – but we would be starting over for a new application cycle.

(A) – (Lutomski) To answer Janet's questions from earlier – University Bank, Senior Home Solutions, National Cerebral Palsy Foundation. The Builder's Association has also done work and could be another resource.

(Q) – (Jones) What and how have we measured need for these services. The window for the applications is so small – so I'm just curious to how need is being measured and how is this information getting to people who may not see this information.

(A) – (Kraft) We used to not have a waitlist processes, but over the last few years we have sort of refined this – we are trying to make it a little better and user friendly. We are always wanting to refine the process and we are open to ideas on how to do so. Just at the moment this is what we can offer.

(A) – (Cohen) Katie, to your point we definitely understand your concern for having the waitlist open for an hour. We can definitely take some time to discuss internally on how we can improve the waitlist and this process.

(Q) – (Watson) Aaron, do you have a rough number of how many renters sign up for this program? Ann Arbor has a relatively new renters commission - this commission may be another resource for sending information about this program.

(A) – (Kraft) The housing rehab program is only for homeowners. The weatherization program does allow renters, but it's probably less than 5%. There are some landlords who bring properties to us, we've had a few renters in the past. There are a few stipulations for landlords who use the weatherization program.

C. Fiscal Year 2024-2025 Roster Updates & Designee Forms (Jasmyne Townsend, OCED)

Townsend stated all newly elected Supervisors or Mayors must submit a new Urban County Designee Form for OCED's files, regardless of whether they are keeping or changing their predecessor's designee. If newly elected officials do **not** wish to have a designee, it is not required to submit a Designee form. Townsend asked that elected officials submit a new designee form by January 3, 2025.

D. 2025-2026 CDBG Project Application (Jasmyne Townsend, OCED)

Townsend gave an in-depth overview of the Project Planning for the 2025-26 fiscal year. Discussion items can be found in the December Agenda Packet on page 8. Townsend also noted there will be a brief virtual training offered twice in late January/February timeframe.

E. 2025 Annual Action Plan Overview & Timeline (Jasmyne Townsend, OCED)

Townsend reminded the committee that December begins the planning for the Annual Action Plan for Year 3 (Fiscal Year 2025) of the Five-Year Consolidated Plan covering Fiscal Years 2023-2027. Members should start to think about their local CDBG project needs for the 2025 project application. Key milestones for plan development are as followed:

- Dec. 2, 2025 – Jan. 2, 2025: 30-day public comment period on community needs
- Dec. 11, 2024: Virtual Public hearing for community needs (at UCEC meeting)
- Dec. 17, 2024 (2 p.m.): Virtual RFP #8718 Mandatory Pre-Bid Meeting
- Jan. 21, 2025: 2025 CDBG Project Application Forms available for Urban County member communities
- Jan. 24, 2025: RFP #8718 submission due by 4 p.m.
- February 28, 2025: 2025 CDBG Project Applications Forms due by 4 p.m.
- March 12, 2025: OCED shares RFP #8718 Affordable Housing (HOME/HOME-ARP) funding recommendations
- March 24, 2025: Draft 2025 Action Plan available for review
- April 2025: 30-day public comment period/ Public hearings on Draft Plan
 - April 9, 2025 - Urban County Executive Committee
 - April 16, 2025 - Board of Commissioners
 - 3rd Public Hearing: TBD
- May 2025 (subject to delay based on HUD timing): Approval of Final Plan

Key milestones for the Affordable Housing RFP process are as follows:

- Dec. 17, 2024 (2 p.m.): Virtual RFP #8718 Mandatory Pre-Bid Meeting
- Jan. 24, 2025: RFP #8718 submission due by 4 p.m.
- March 12, 2025: Staff to share RFP funding recommendations at UCEC meeting
- May 2025: RFP awards approved as part of the overall 2025 Action Plan

Additionally, with the goal to increase member communities' understanding of the CDBG project left cycle, and roles and responsibilities of the local unit to ensure the successful implementation of local projects and/or who intend to use 2025 CDBG funds. Townsend noted staff will host a brief virtual training session in January and repeated in February to accommodate schedules. OCED staff intends to send meeting dates at the beginning of January.

F. Update: Urban County 2024 CDBG Allocation & Donation Acknowledgement Letters (Jasmyne Townsend, OCED)

OCED staff received and executed the 2024 HUD grant agreements in September. Townsend sent CDBG Allocation and Donation Acknowledgement letters to communities. Townsend explained these letters notifies communities of their final 2024 CDBG allocation under the approved formula and written acknowledgment of their 2024 allocation being directed into the Single-Family Rehab Program (which serves the entire Urban County) in lieu of local CDBG project. If communities have questions about their allocation, they can be directed to Jasmyne.

VI. Public Comment – Commissioner Hodge opened for public comment at 2:47 pm. There were no comments received.

VII. Adjournment

Motion to Adjourn – Moved by Lutomski. Supported by Watson.
Adjourned at 2:50 pm

**Next Meeting: Wednesday, March 12, 2025, 2:00 – 3:30pm,
Location: Remote (Zoom)**